



Nedlands Primary School

School Board Meeting

Minutes of Meeting No. 64

Meeting: Wednesday 5th September at 5.00pm, held in the school Library

Attendees: Fiona Cocks, Sally Brauer, David Norman, Russell Bembridge, Renu Sahai, Richard Tucker, Mei Han

Apologies: Julie Simpfendorfer, Caleb Jones, Lihong Shi

Minute Secretary: Catherine Mendez

1.0	Welcome and Apologies	Actions
1.1	The meeting opened at 5.05pm.	
1.2	Fiona Cocks welcomed all Board members to the meeting.	
1.3	FC gave the Acknowledgement of Country.	
1.4	Apologies: Caleb Jones, Julie Simpfendorfer, Lihong Shi	
1.5	<p>Disclosure of Interest: The Board noted that there were no real, perceived or potential conflicts of interest declared by any member in relation to the items on the Agenda for Meeting No. 64. Board members were encouraged to raise a query for discussion if they were uncertain whether a matter represented a potential or perceived conflict of interest, per our Code of Conduct.</p>	
2.0	Minutes of Previous Meeting	
2.1	<p>The minutes of Board meeting No 63, held on 25th July, 2018 were tabled.</p> <p><i>Motion:</i> The Minutes of Meeting No. 63, held on 25th July, 2018, as presented, be accepted and uploaded to the school website. Moved: Sally Brauer Seconded: Fiona Cocks <u>Carried</u></p>	C. Mendez
<i>Dave Norman joined the meeting at 5.13pm</i>		
3.0	Principal's Report & Financial Summary	
3.1	<p>Principal's Report RB presented and talked through his report (as attached) and answered questions.</p> <p>There have been dates for four school development days identified for next year. <i>Motion:</i> The Board endorses the four proposed School Development Days for 2019 per the Principal's Report. These dates being 31st January, 1st February, 31st May, 20th December with a further two dates to be identified and referred to the Board at the next meeting Moved: Russell Bembridge Seconded: Fiona Cocks <u>Carried</u></p> <p>RB gave the Board an overview of the new School Review process.</p> <p>NAPLAN results are not yet available for full review. RB will be working on this to have something available for the Open Board Meeting next month.</p>	

	<p><i>Motion:</i> The Board accepts the Cash Report as at 4th September 2018 as tabled. Moved: Sally Brauer Seconded: Fiona Cocks <u>Carried</u></p> <p>RB proposes to open the National School's Opinion Survey at the end of week one, Term 4 through to the end of week three, giving respondents two weeks and two weekends. Respondents will include families, staff and students years 4-6. Years 1-3 pupils will complete a well-being survey. Action: FC to speak to Anne Gribble about analysis & summary of results and consider best approach this year.</p>	F.Cocks
4.0	Board Governance	
4.1	<p>Review Upcoming Calendar Items</p> <p>Board Meeting No. 65 (Open Board Meeting): 5.00pm Wednesday 24th October (Week 3)</p> <p>Annual Report Each sub-committee to prepare a piece for annual report (par to half page) by 9th November to Community Planning - Russell Well-being - Caleb Kids & Technologies - Sally Communications - Julie Finance – Fiona General Board activities (0.5 – 0.75 page) – Fiona</p> <p>Action: Circulate draft annual report, as it is by 20th November to Board for review of content to date at last 2018 Board meeting (28th November).</p>	<p>Board Members, as noted at left.</p> <p>R.Bembridge</p>
5.0	Sub-Committees - Reports	
5.1	<p>Community Planning Sub-committee Nothing to report.</p>	
5.2	<p>Well-being Sub-committee CJ away but reported via FC that the committee are meeting again before the end of term to finalise seminar for next term. Have accepted offer from Daryl Morris-Hall to share about staff well-being team's progress. CJ also asked if it would be helpful to have DM-H present the staff well-being plan to the Board. RB agreed that this would be worthwhile.</p>	C.Jones
5.3	<p>Parent Seminar Series – Kids & Technologies Sub-committee Alannah & Madeleine Foundation Cyber Security workshops were presented on Thursday 16th August.</p>	S.Brauer
5.4	<p>Communication Sub-committee Connect is meeting its initial goal of getting information out to the families. Still working out finer details on volume & detail of messages.</p>	RB
<i>Richard Tucker made his apologies and left the meeting at 6.29pm</i>		
5.5	<p>Finance Sub-committee Committee has not met – nothing to report.</p>	F.Cocks
6.0	Other Actions from Previous Minutes and General Business	
6.1	<p>School Board Development Program – Review & discuss Module 4 Board members have reviewed Module 4. FC asked if there were any questions. There was discussion about Risk Management planning that exists within the school.</p>	

	<p><i>Action:</i> Include annual calendar item Review & discuss as necessary school's risk management plan. Eg early Term 2.</p> <p>Thank you to the Board for completing training Module 4.</p> <p>Training Module 5 will be on the Agenda for the November Board meeting.</p>	CM
6.2	<p>Review Updated Terms of Reference Recommended changes to the Terms of Reference were discussed and changes agreed at the Board's last meeting. The updated document was distributed with this meeting's Board Pack.</p> <p><i>Action:</i> Look at tracked changes process for future reviews.</p> <p><i>Action:</i> Send FC electronic copy of existing Terms of Reference.</p> <p><i>Action:</i> FC to produce tracked changes document for review by the Board.</p> <p><i>Action:</i> Document showing tracked changes to then be distributed electronically to the Board seeking endorsement via electronic communication.</p>	<p>RB, CM</p> <p>C. Mendez</p> <p>F.Cocks</p> <p>C.Mendez</p>
6.3	<p>School Contributions & Charges The Board Pack included a draft letter to parents outlining school contributions and charges for 2019.</p> <p>There was discussion around how the letter might be improved to promote better understanding of the value to the students when voluntary contributions are paid. There was also a suggestion to include reference to pro-rata payment for families who will not be at the school for the whole year.</p> <p><i>Action:</i> RB thanked the Board for their suggestions and will re-draft the letter taking Board suggestions into account.</p> <p><i>Motion:</i> The Board endorses the costs quoted in the draft School Contributions & Charges letter as tabled today. Moved: Dave Norman Seconded: Renu Sahai <u>Carried</u></p>	R.Bembridge
7.0	P & C Report	
	SB advised there are changes to some of the P&C roles (Uniform shop, Pool, Communication, NedsLads, Picket Fence). Vice-President & Canteen still vacant.	
8.0	Correspondence - Out	
8.1	Nil	
9.0	Correspondence - In	
9.1	Email from Renu Sahai on behalf of NPS staff thanking the Board the morning tea provided on 22 nd August.	
9.2	Letter from department to Principal about new school review process, per agenda item 3.1.	
10.0	Any Other Business	
	Nil	
11.0	Next Board Meeting	
11.1	Next Board Meeting: Board Meeting No. 65 (Open Board Meeting): 5.00pm Wednesday 24 th October (Week 3)	

	Term 4 Meetings: <ul style="list-style-type: none"> Wednesday 28th November, 5.00pm (Week8) 	
12.0	Meeting Close & Next Meeting Agenda	
12.1	The meeting closed at 7.22pm.	
12.2	Agenda for Next Board Meeting – Open Board Meeting <ul style="list-style-type: none"> Welcome & Apologies Minutes of Previous Meeting Principal's Report & NAPLAN Information to Community Term Four Business Plan Review Board Governance- <ul style="list-style-type: none"> Review Upcoming Calendar Items Sub-Committee Reports Other Actions from Previous Minutes & General Business Correspondence In/Out Any Other Business <p>Future Meeting (28th November 2018):</p> <ul style="list-style-type: none"> School Board Development Program – Review & discuss Module 5 BYoD Survey 	

Fiona Cocks, Board Chair _____